

STATUS REPORT

41 Total Projects (23 Completed, 18 Carryovers to FY04)
56% Completion Rate

Farm and Foreign Agricultural Services Human Resources IMPLEMENTING PROJECTS

4Q FY 03

GOAL# OBJ # Project #	FY03 HR Strategic Goals / Performance Goals / IMPLEMENTING PROJECTS	STATUS DETAIL	GOAL SPONSOR Project Leader(s)	% Complete	Status
1	STRATEGIC ALIGNMENT <i>Align human capital strategies to support the accomplishment of the agency's mission, vision, goals and strategies.</i>		JMigyanka		
1.1	<i>There is an explicit and well-communicated link between HR strategies and plans and the agencies' strategic objectives.</i>				
1.1.a	Develop process to communicate link between HR strategies and plans with the mission/program objectives within 1Q.	Intranet link completed and on-going.	JMigyanka	100%	G
1.1.b	Integrate Human Capital Strategy into Agency Strategic Plans for FY04 by 4Q (revised from 2Q).	4Q: FY04 FSA Annual Performance Plan and 5-year Strategic Plan HC language accepted. FAS included HC language in SP draft; and RMA continues to review 5-year Strategic Plan Human Capital Management language. Carryover item FY04 1.6	JMigyanka	67%>	Y
1.2	<i>The organization is well structured to support its mission. (Specific Annual Performance Plan Goal *)</i>				
1.2.a	Actively support the implementation of the 6 Restructuring Administrative Functions (RAF) in support of Department's Workforce Restructuring Plan by 4Q.		JMigyanka		
1.2.a.1	Delegated Examining Units: FSA provides DEU examining services to RD and NRCS for Luevano/ACWA, inventories, and any other series at their discretion. Lead Agency = FSA	4Q: NRCS MOU has been signed, and RD's MOU was signed. Figures will be sent to Budget for the last quarter for payment.	KMansker	100%	G
1.2.a.2	Automated Hiring System: Automated Hiring System: Implement Quick Hire as the automated hiring system. Phase one as a stand alone system, and phase two integration with CAMS. Lead Agency = FSA	4Q: Implementation underway. Carryover item FY04 2.5.b	GHilding	90%^	Y
1.2.a.3	E-Learning: Purchase a web-based electronic meeting/training service and use common authoring tool to develop CDs. Lead Agency = FSA	4Q: The USDA eLearning Team have begun work to identify the vendor to be selected for the collaboration tool. The plan is for the implementation Phase I to start on or before November 1, 2003. Carryover item FY04 2.5.c	JHoffman, THudson	90%>	Y
1.2.a.4	T&A System: Implement STAR-Web, a web-based automated time and attendance system at FSA by 4Q.	4Q: Although the NFC provided HRD-WDC and KC-HR with the STAR-Web Training Manual and access to NFC's STAR-Web training server, NFC temporarily suspended adding more users until server problems were modified. Carryover item FY04 2.5.d	SReed	20%>	Y
1.2.a.5	Benefits Administration: Initiate a CBA shared procurement of the ESI web-based Retirement Benefits Support software that will be used by the HR community and by CBA employees. Implement the health benefits, life insurance, and TSP portions of the I*CAMS benefits module now. Lead Agency = NRCS	4Q: The Web-Based Retirement Calculator is up and running. HR Specialists have been instructed to request on-line passwords and begin using the calculator. HR is working with these specialists in getting them access and familiar with the system. Expecting to release to all employees. The ESI Progromed has been procured which was the original goal. No change in ICAMS Benefits module (Cost estimates are to be prepared by the Department). Carryover item FY04 2.5.e	DHensley	90%>	Y
1.2.a.6	Worker's Compensation Program Management: Contract with a vendor for claims processing and case management, with agency liaisons for program oversight. Lead Agency = RD	4Q: Contractor identified and RD has the lead.	MRuiz	100%	G
1.2.a.7	IT Convergence (added 7/03): Infrastructure support (SCA) transfer to OCIO by 4Q.	4Q: IT working group has been formed; structure project team identified and preparing a tentative functional organizational structure; developing a labor/management strategy. Carryover item FY04 2.2	DDonnelly	30%>	Y

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1.2.b	Complete I*CAMS self-service implementation in DC by 4Q.	4Q: AMDC has committed to deliverable dates for system specification change requests. PM Notice for the pilot in HRD and MSD is being developed, most modules will be under going HRD acceptance testing throughout October, pilot is schedule to begin late November and if successful full implementation is anticipated in February, 2004. To run by RMA and FAS. Carryover item FY04 2.4	BBoyd	55%^	Y
1.2.c	Support the A-76/Competitive Process in Training & Development (USDA driven Initiative) by 4Q.	4Q: The completion of the study was delayed a couple of months due to the requirements of converting to the revised A-76 circular. The MEO has been completed, the solicitation has been posted and the due date for both vendor bids and the in-house agency tender was 9/26/03. The evaluation process of all offers should be completed and submitted to the CSO by mid October. The results are tentatively scheduled to be announced by 11/7/03. Carryover item FY04 2.7	BBoyd	95%^	Y
1.2.d	Ensure Position Management process (re: 2-PM) provides consistent structure re: AO Administrative Units, State Offices, FLM and PT by 4Q (changed from 3Q).	4Q: 1165 project complete: now reviewing state action plans for implementation. AO standard organization structure with DAFO; PTs complete. HR completed its supporting items. Carryover item FY04 2.6	KWilliams	80%>	Y
1.2.e	Over haul the HR public web site by 4Q. (Revised from 2Q)	4Q: The development phase of the web site is complete and it is under going review and testing now. Carryover item FY04 1.8	JPatel	75%^	Y
1.3	<i>Employees understand their organization's plans and are involved in the strategic planning and reporting process.</i>				
1.3.a	Quarterly All Hands meetings implemented to review and discuss progress and accomplishments of goals and objectives by 1Q.	The All Hands Meeting (AHM) was conducted on 6/27/02 and included the LINK of HR strategies to the Agency's Strategic Plan. The AHM of 11/14/02 included the HR Strategic Plan and the FY03 Implementing Projects. See IP 1.1.a.	JMigyanka	100%	G
2	TALENT <i>Recruit, hire, develop, and retain employees with the strategic competencies for mission critical occupations.</i>				
2.1	<i>Desired competency levels in mission critical occupations is achieved. (Specific Annual Performance Plan Goal *)</i>				
2.1.a	Develop and implement Workforce Planning System/Strategy encompassing Bench Strength/Skills/Competencies Assessments, Recruitment, Development, and Retention activities by end of 3Q. (changed from 2Q to align with USDA Human Capital Plan implementation timeline)	Human Resources completed its preliminary Workforce Analysis in all three agencies in the 3rd Quarter. Using a derivative of the USDA model, HR collaborated with the agencies' Deputy Administrators to identify skills gaps in Mission Critical Occupations (current and future) and to assess the 'bench-strength' of our future leaders. The initial results revealed skills gaps in 27 Mission Critical Occupations and continuity concerns for 24 Leadership Positions. This data is currently being incorporated into Recruitment Plans, Diversity Plans, Training & Development Programs and Retention Plans; and will be used to drive HR Implementing Projects over the next few years.	JMigyanka	100%	G
2.1.b	Implement HR Competency Model by 2Q	The HRD Competency Model was implemented 7/2/03. The Model will be used to assess employee skill levels and provide a guide for training and development activities.	PFarmer	100%	G
2.1.c	Implement Exit Interview process using Department model by 4Q. Changed from 2Q to 4Q due to Department intervention)	4Q: The FFAS exit interview program has been revised and coordinated with Civil Rights. Developing web page link to questionnaire (Survey Tracker). Scheduled for activation by end of 1st Q FY04. Carryover item FY04 5.8	MFrye	90%^	Y
2.2	<i>Desired recruitment/retention rate for employees with strategic competencies is achieved. (Specific Annual Performance Plan Goal)</i>				

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2.2.a	Implement a flexible Recruitment Plan utilizing the FFAS Workforce Planning System by end of 3Q. (changed from 2Q)	A mission-wide Recruitment Plan has been developed, in line with the Department's plan. The results for the Workforce Planning Reviews will be used to develop agency specific recruitment activities for FY 04.	TMeighan	100%	G
2.2.b	Establish one internet site (web-link/page) where all vacancies, federal and county, are posted by end of 2Q.	All FFAS vacancies are under the HRD web site. Any additional 'marketing strategies' will be included under Implementing Project 1.2.e.	TMeighan, JPatel	100%	G
2.3	Desired quality level of new hires is achieved.				
2.3.a	Implement an Employee Placement Follow-up Program within the mission areas by end of 3Q. (revised from 2Q)	Placement Follow-up Under Goal 2 completed 3-28-03 (SOP #10 signed 3-28-03)	RBrady	100%	G
3	LEADERSHIP Ensure leadership in the agency inspires, motivates, guides others towards goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals .		TMontgomery		
3.1	Agency recruits, develops and retains high performing leaders. (Specific Annual Performance Plan Goal *)				
3.1.a	Administer leadership training programs to ensure a 'pool' of potential applicants for future leadership positions throughout FY03. (analyze the extent of the effectiveness of training)	4Q: A pilot ICAMS report was prepared that lists courses taken by DC based employees by Special Interest codes and shared with other team members. This listing will be reviewed to see if this approach is feasible as a way to identify those who have taken leadership training. Carryover item FY04 3.6	JHoffman, THudson	50%^	Y
3.1.b	Implement New Supervisor Training Program by 3Q. (AOLG item) This project combined with 3.1.c	4Q: New Supervisor Training curriculum has been completed. The AOLG, DC and KC training branches developed the training requirements. Once DAFO approval is received KC training will start training delivery.	THudson, KGoodwin	100%	G
3.1.c	Implement Administrative Officer Training Program by 3Q. (AOLG item) This project combined with 3.1.b	4Q: TA New AO Training curriculum has also been developed. Delivery of this training is also awaiting approval from DAFO. Carryover item FY04 3.7	THudson, KGoodwin	95%^	Y
3.1.d	Develop and Implement National District Director Leadership Training Program by 4Q.	4Q:The National District Director Leadership Training Program has been implemented and approved by the office of the Deputy Administrator for Field Operations.	TCoram-Howard	100%	G
3.1.e	Implement Strategic Management Skills Training for District Directors by 3Q	4Q: The Strategic Management Skills for the District Director Training Course has been implemented and the first session was held in fiscal 2003.	TCoram-Howard	100%	G
3.1.f	Revise and Implement Seminar in Administrative Development for County Committee members by 2Q.	The Orientation Program was released to the field offices ahead of schedule on February 14, 2003 via the HRD/TDB website. It is also linked to the new FSA Field Operations Training web site. This was a first in utilizing this technology method as a vehicle in distributing a training course to the states for downloading. The course has received excellent feedback and comments from the field offices since its release.	ABailey	100%	G
3.1.g	Complete AO Leadership Group Efficiency Opportunities within timeframes identified. (All Agency) by 4Q.	4Q: AO Leadership Conference 'To Dos' identified.	JMigyanka	100%	G
3.1.h	Complete Business Needs Group Efficiency Opportunities within timeframes indicated on final report.(All Agency) by 4Q.	Business Needs Group was a single occasion (April 02). All actions are complete or included in active tracking systems, i.e., FY03 IPs. Closure report sent by Administrator August 02.	JMigyanka	100%	G
3.2	Agency leaders generate high levels of motivation and commitment in the workforce.				

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3.2.a	Implement FFAS - wide Flexiplace Policy/Procedure by 4Q (revised from 1Q).	4Q: AO Leadership Group completed review of State Pilot notice. Final version of notice currently in ITSD-HQ for clearance.	SBrown	100%	G	
3.3	Leaders maintain high standards of honesty and integrity that serve as a model to the whole workforce.					
3.3.a	Assess the availability of Honesty & Integrity information by 4Q (revised from 1Q, then 3Q).	4Q: The new Ethics intranet web page, http://dc.ffasintranet.usda.gov/hrd/ethics.html , has a well defined navigation bar that includes 'Regulations', where employees may view the Honesty and Integrity information. The Ethics subweb is accessible from the FFAS Intranet page, as well as the HRD intranet web page.	PSleight, TWillis, NJoice, JPatel	100%	G	
4	PERFORMANCE CULTURE Create a culture that motivates employees for high performance, based on their contribution to the work in the organization, and common values while ensuring fairness in the workplace.			CSoisson		
4.1	Agency develops, rewards and retains high performers and deals effectively with poor performers. (Specific Annual Performance Plan Goal *)					
4.1.a	Assess Government Wide Survey (GWS) results and develop action plans and/or ensure FY03 Implementing Projects address GWS survey results/improvement opportunities by 4Q. (revised from 2Q)	4Q: The FHCS (Federal Human Capital Survey) data has been formatted by agency and made available on the website. Improvement Opportunities will be integrated into the FY04 Implementing Projects program to ensure results.	JMigyanka	100%	G	
4.2	Employees are engaged and focused on achieving the results expected of them. (Specific Annual Performance Plan Goal *)					
4.2.a	Implement, analyze results and develop action plans to maximize the Performance Management System by 3Q. (revised from 1Q)	4Q: Merged to directly support the Performance Culture Initiative. Carryover item FY04 4.8	CFuller	50%^	Y	
4.2.b	Develop and implement action plans based on GALLUP Q12 survey results by 1Q.	DAM Division directors have developed action plans as a result of the Gallup Q12 survey. The Gallup organization will submit a 'best practices' summary for use by the Division Directors. The second survey is tentatively scheduled for 4Q.	JBarlow	100%	G	
4.2.c	Implement client satisfaction survey by 4Q. (revised from 2Q)	4Q: Distribution focus was changed in September from FSA employees to FFAS employees. Adjustments have been made to accommodate that request and the survey is complete and ready for distribution to 25% of FFAS employees. However, due to two current surveys (Gallup and Performance Mgmt), a Management decision was made to hold distribution for a few weeks to prevent confusion. Survey release is anticipated by the end of October. Carryover item FY04 4.11	DBowers	95%^	Y	
4.3	Agency fosters a climate that values diversity. (Specific Annual Performance Plan Goal - OCR *)					
4.3.a	Develop mission area Diversity Plan/Strategy that directly supports the OCR Performance Goals, supports the Workforce Planning System and identifies specific supporting projects by 2Q.	4Q: Diversity Consultant procured. Business case for the diversity effort developed and presented to Administrator. in July or August 2003 (depending on availability of Administrator). Carryover item FY04 4.1	DSanders	50%^	Y	
5	KNOWLEDGE MANAGEMENT Promote a knowledge-sharing culture and a climate of openness; promote continuous learning and improvements.			JMigyanka		

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5.1	<i>Knowledge management strategies and/or systems are in place. (Specific Annual Performance Plan Goal*)</i>				
5.1.a	Develop and Implement a Knowledge Management System by 2Q. (dependent on IT). "On Demand System" review.	4Q: On-Demand for I*CAMS end users has been established and is available on the internet (http://165.221.50.34/training-platform/main.htm). FFAS continues to be represented on on-going e-Gov efforts and will support the Department's KM strategies.	JMigyanka	100%	G
5.1.b	Establish and implement program to provide HR assistance visits to State Offices by 2Q. (changed to 4Q due to previous budget reviews)	4Q: Vermont State Office has been visited twice and provided sessions re: FLSA, Leave and Work Schedules. Iowa has been visited with similar focused customer services information and training.	NJoice	100%	G
5.1.c	Complete Data Integrity Project by 4Q.	4Q: Data collection from various sources has been essentially completed, and survey analysis is well under way. Remaining tasks are finalization of survey analysis and recommendations and writeup of final report, with project completion targeted for early November. Project was not completed by end of Fiscal Year due to impact of external factors (workload from retroactive 1%). Carryover item FY04 4.12	NHall, MPate	80%^	Y
5.2	<i>Agency invests strategically in training and development opportunities for employees.</i>				
5.2.a	The Training Plan incorporates the analyzed results of the FFAS Workforce Planning System, GWS and Gallup surveys by 4Q. (revised from 2Q)	4Q: In addition to incorporating the pertinent USDA Human Capital Plan action strategies, the FHCS (Federal Human Capital Survey) results, the Agencies' Workforce Planning results and the Gallup survey results are under review. All identified training and development opportunities will be incorporated into the FY04/05 FFAS Training Plan. Carryover item FY04 5.4	JHoffman, THudson, BPlaza, RDuncan	50%^	Y
5.2.b	Assess the effectiveness of the FSA Field Training Delivery System by 1Q FY04. (revised from 2Q, then 3Q)	4Q: Hyperlinks to available training resources may be found on the both KC and WDC HRD website and the DAFO website. Field Training Delivery Systems was discussed at the September 16-18, 2003 AO/SED Conference. Participants received handout information on training delivery methods, websites, and HRD personnel contact numbers.	JHoffman	100%	G
5.3	<i>A culture of learning and growth exists throughout the agency.</i>				
5.3.a	Issue "Climb the Ladder of Success" CD to inform employees of Merit Promotion/Appointment Process. By 2Q	The "Climb the Ladder of Success" CDs were issued to all states.	PFarmer, GHilding	100%	G

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